

***CEAP PROVIDES THE FOLLOWING SERVICES:**

1 . Assessment and referral services for you or your family member(s).

You have up to 3 sessions during which you and the counselor will discuss your problems and how to resolve them. The counselor will suggest referrals when your problem is beyond the scope of CEAP. **Services to Commands outside of San Diego will be telephonic.*

2 . Your sessions are provided by licensed counselors specially trained to understand work-related and/or personal problems.

3 . Assistance in accessing your health care benefits as necessary when help beyond CEAP is needed.

4 . Identification of community-based resources as needed.

WHO SHOULD USE CEAP?

Any employee or family member who has personal or work related problems.

WHEN IS THE RIGHT TIME TO CALL CEAP?

- As soon as you realize your problems are not resolving on their own.
- When your family expresses concern at your behavior or mood.
- When excess drinking or taking drugs is part of your lifestyle.
- When you don't know where to turn.

CEAP

Services provided by:

Performance Partners Plus
1224 10th St
Suite 206
Coronado, CA 92118

CEAP Program Mgr: Deanna Petersen

619-437-4812

Toll-free:

800-995-7758

FREE
CONFIDENTIAL

It's never *too early*
or *too late* to call for
assistance.

CIVILIAN EMPLOYEE ASSISTANCE PROGRAM



CEAP

619-437-4812

800-995-7758

WHY DOES MY EMPLOYER OFFER CEAP?

Everyone has a bad day now and then. However, when life's challenges become too much and the bad days start to be more frequent, it is time to consider calling CEAP.

Personal or work-related problems can cause stress. Often this stress is short-lived and we get back to normal. However, when ordinary stress builds to the crisis level, personal problems, even health problems, can develop unless we take action.

At times of high stress, the best help an employer can provide is in immediate contact with an experienced counselor. CEAP offers you that service, free of charge.

Additionally, unresolved personal, health, family or substance abuse problems may eventually create a negative impact on job performance and attendance.

*Most problems can be solved, or at least minimized, if help is obtained right away. The **CEAP** is here to help you.*

By calling **1-800-995-7758**, or **619-437-4812** in the San Diego area, you will be able to speak to a licensed, experienced CEAP professional about your problems.

CEAP counselors are interested in you and want to help. They will listen, make suggestions and assist you to resolve your problems. When problems are beyond the scope of CEAP they help connect you to resources in your area for further help. CEAP is free. Any additional services to which you are referred will be your financial responsibility.

WHAT KIND OF PROBLEMS CAN CEAP HELP?

Family Life – the challenges of daily family living (“sandwich generation”, teens, balancing home & work, etc) may bring problems.

Couples/Marital Issues – relationships go through stages, each one bringing different challenges. From time to time even the strongest relationships can experience problems.

Work Relationships – management and co-worker relationships can become stressful and may even lead to problems in your job performance or in your level of satisfaction.

Work Performance Issues – performing consistently and adequately is essential for career success. We help when life's problems negatively impact your performance.

Individual Situations – the stressors in today's rapidly changing work world, added to the stress of modern life, can often overwhelm and cause anxiety and depression.

Legal Information – CEAP provides telephone consultations from an attorney to answer your legal questions. (CEAP is not authorized to pay for legal representation).

Substance Abuse/Alcoholism – drug abuse and alcoholism are serious problems that threaten your health, family life and job. Without getting help, alcohol and drug abuse get progressively worse. CEAP will help determine what kind of help is best for your problems and help you with a referral for treatment.

2 TYPES OF REFERRALS TO CEAP:

SELF-REFERRAL – You, the employee, or family member, may call CEAP directly for assistance.

SUPERVISORY REFERRALS – A supervisor or manager may formally refer an employee because there is a job performance or conduct issue or substance abuse problem. No adverse action can occur for refusing to use CEAP however, the work performance problem must still be corrected.

WHAT ABOUT CONFIDENTIALITY?

Confidentiality is strictly adhered to according to the law and professional ethics. No information will be released without your permission **unless** the CEAP counselor fears for your safety or that of someone else.

In the case of supervisory referrals, your written permission for release of information is obtained in order to meet the requirements of your employer. Only information pertinent to improving your work performance or resolving your substance abuse problem is shared.

WHO IS COVERED?

This information can be obtained by calling **800-995-7758** or from the Human Resources Website at: www.cnrsw.navy.mil/hrocnrsww/

All services provided outside of the San Diego area are telephonic.